

Motion for Summary Judgment

NOTE: Motion for Summary Judgment must be followed by entry of a **Concise Statement of Material Facts**.

- STEP 1.** Click on **Adversary** on the ECF Main Menu Bar.
- STEP 2.** Click on **Motions**.
- STEP 3.** The **Case Number** screen displays.
- ☐ Insert the Adversary number using the YY-NNNN format.
 - ☐ Click **Next**.
- STEP 4.** Confirm the Parties' names and Adversary number are correct.
- ☐ Select **Summary Judgment** from the event list.
 - ☐ Click **Next**.
- STEP 5.** The **Party Filer** screen displays.
- ☐ Select the party filer.
 - ☐ Click **Next**.
- STEP 6.** **Does this filing include an Affidavit?** question displays.
- ☐ If an affidavit is filed with the motion, click **Yes**.
 - ☐ Click **Next**.
- STEP 7.** Click **Browse** to select the appropriate PDF to attach.
- ☐ Click **Next**.
- STEP 8.** The **Docket Text: Modify as Appropriate** screen displays.
- ☐ Use the drop-down list to select any additional information that may be required to complete the docket text or leave blank.
 - ☐ Click **Next**.

STEP 9. The **Docket Text: Final Text** screen displays.

☐ Click **Next**.

STEP 10. The **Notice of Electronic Filing** screen displays.